

INFORMATION AND SURVEILLANCE LAW WORKSHOPS 2018

"This was an excellent overview. It was expertly delivered and there was plenty of opportunity to ask questions and apply the law to practical situations."

JK, University of Cambridge

"Actnow provide well run, well thought out courses. The tutors are knowledgeable and skilled in presenting the subject in an enjoyable and practical way, making it easy to understand and apply. I have been using Act Now training for 14 years and would recommend them every time."

SH, Tewkesbury Borough Council

The course delivered through Act Now was not only educational but informative. The teaching skills were excellent, I felt at ease in the class and came away with a tremendous amount of knowledge that I can use in every day situations. Thank you.

HB, Foseco International Limited



ACT NOW
TRAINING



Data Protection and GDPR	London	Manchester/Leeds	Edinburgh/Glasgow	Belfast	Birmingham/Cambridge	Bristol/Cardiff
General Data Protection Regulation: An A-Z Guide In depth analysis of the forthcoming General Data Protection Regulation (GDPR). Helping you prepare for the biggest change in data protection law for 20 years.	28 Feb 11 Apr 22 Jun 13 Aug	13 Feb 1 May 21 Jun 6 Aug	15 Feb 30 Apr 14 May 17 Aug	1 Feb 18 Apr 13 Jun 10 Sept	28 Feb 21 May 20 Jun 15 Aug	8 Feb 23 Apr 17 May 15 Aug
The Data Protection Bill 2017 A complete guide to the Data Protection Bill 2017 including the GDPR derogations, GDPR exemptions and the law enforcement directive.	To be confirmed.					
Managing Subject Access Requests Under GDPR A practical guide to dealing with requests for personal data under GDPR, DPA, and FOI/FOISA.	16 Apr 23 Jul 15 Oct	14 Feb 21 May 10 Oct	21 May 24 Oct			
GDPR for Health and Social Care An examination of the GDPR in detail and how it applies to the health and social care sector.	26 Feb 14 May 13 Aug	12 Mar 11 Jun 17 Sept	28 Mar 20 Jun 26 Sept	7 Mar 30 Apr 5 Sept	16 Apr 9 Jul 15 Oct	
SIROs and IAOs: An A-Z Guide A practical guide to information risk management, including the key roles and processes.	23 Mar 17 Oct	8 Jun 3 Dec				
Records Management for GDPR Examining records management practices to assist compliance with GDPR, FOIA and other laws.	11 Jun 21 Nov	9 May 8 Oct	11 Jun			
Data Protection Impact Assessments and Audits A practical guide to undertaking audits and DPIAs in accordance with the GDPR and ICO guidance.	23 May 5 Nov	22 May 21 Nov				

Surveillance	London	Manchester	Edinburgh/Glasgow
RIPA/RIPSA Surveillance, Social Media Monitoring and CHIS An update on the latest developments in the law and practice of covert surveillance under RIPA and RIPSA (including Magistrates' approval).	14 May 12 Nov	3 May 19 Nov	21 May 26 Nov
Investigating E-Crime and Social Networking Sites A practical guide to help investigators find information on individuals on social networking sites quickly and lawfully.	15 May 13 Nov	18 Jun 10 Dec	22 May 27 Nov
Conducting PACE Interviews A practical workshop on conducting interviews that comply with PACE codes C & E including scenarios likely to be encountered.	8 Oct	15 Oct	
Surveillance Cameras and Drones: Complying with the Law A practical guide to the legal minefield around CCTV and drone surveillance and the ICO and PoFA Code on surveillance.	9 Oct	16 Oct	

All one day courses are £299 plus vat

More course details and dates on our website www.actnow.org.uk/courses

Freedom of Information

	London	Manchester	Edinburgh/ Glasgow	Belfast	Birmingham
FOI Act 2000/FOISA 2002: An A-Z Guide A complete guide to the Freedom of Information Act and its codes of practice. Suitable for beginners.	17 Jan 23 Apr 25 Jul	1 Feb 12 Jun	20 Apr 19 Jun	22 Oct	16 May
Freedom of Information: The Exemptions A tour through the complex world of exemptions and how to write a refusal notice that will withstand scrutiny.	24 Apr 22 Aug	13 Jun 23 Nov	21 Jun 10 Dec		
Environmental Information Regulations A practical guide to the EIRs including the latest Commissioner, Tribunal and Court decisions.	13 Jun 10 Dec	19 Jun 12 Dec			
FOI, Contracts and Commercial Confidentiality How to handle requests for commercially sensitive information under FOI section 41 and 43.	10 Dec	17 Dec			

Certificated Courses

	COURSE START DATES					
	London	Manchester	Edinburgh	Belfast	Birmingham	Bristol
GDPR PRACTITIONER CERTIFICATE A 4 day course on the practical application of GDPR. The syllabus has been endorsed by the Centre for Information Rights (University of Winchester).	15 Feb 12 Apr 4 Jun 20 Aug	26 Feb 7 Jun 13 Aug 5 Oct	31 Jan 20 Apr 3 Sept 22 Oct	27 Feb 18 Jul 5 Nov	18 Apr 4 Jul 1 Oct	16 May 9 Nov
BCS CERTIFICATE IN FREEDOM OF INFORMATION A 5 day course leading to an internationally recognised qualification in FOI.	30 Jan 12 Sept	8 Feb 10 Sept		17 Oct		
PRACTITIONER CERTIFICATE IN FOISA A 4 day practical FOISA course endorsed by the Centre for FOI based at the University of Dundee.			5 Feb 12 Sept			

“ The details of the course on the website fully mirrored the course that was delivered.
SH, Queen Victoria Hospital ”

“ Best training course I have attended! The quality, service and venue was excellent. The trainer was also extremely knowledgeable.
RB, Southwark Council ”

All certificate courses are £1950 plus vat

More course details and dates on our website www.actnow.org.uk/courses

IN-HOUSE TRAINING AND CONSULTANCY

In House Training

All our courses can be delivered at your premises and customised to the specific needs of your staff. Our in house training clients include most local authorities in the UK as well as many government departments, NHS bodies and public sector agencies. Please get in touch for a no obligation quote.

Consultancy

All our experts are available to provide consultancy and advice on all aspects of information and surveillance law.

We particularly specialise in:

- Conducting information management audits
- Writing policies, procedures and protocols
- Conducting information risk assessments
- Providing best practice advice on handling requests for information
- Writing reports for senior managers and decision makers.

Our consultancy services are in demand throughout the UK and abroad. No job is too small or too big!

Feel free to get in touch to discuss your consultancy needs.

GDPR Compliance Health Check

The Act Now GDPR health check is designed to get your organisation swiftly onto the road to compliance. It will provide your organisation with:

- ✓ A preliminary assessment of your current level of preparedness for GDPR;
- ✓ A prioritised and specific compliance action plan;
- ✓ Pointers to guidance, models and good practice resources relevant to your needs.

GDPR, FOI and RIPA Helplines

We offer a range of dedicated helplines to assist busy public sector information professionals and in house lawyers with any issues and requests they are dealing with. Our experts have many years of experience and can provide up to date and practical advice.

The helplines are designed to supplement your internal expertise by acting as a "sounding board" or "signpost service" for you to discuss your requests and possible responses. Please visit our website for more information.

Our Clients include

- ✓ Office of the Scottish Information Commissioner
- ✓ The Government of Brunei
- ✓ London Councils
- ✓ Cabinet Office
- ✓ Isle of Man Government
- ✓ Department of Justice NI
- ✓ FIS Global Business Solutions
- ✓ Pension Protection Fund
- ✓ Welsh Ambulance Service
- ✓ Trident Trust
- ✓ University of Exeter

Please note that this is just a selection and more examples are available upon request.

Act Now Helplines

£750 + vat

The subscription runs for 12 months from April to March.

You will be charged pro-rata if you join part way through the year.



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